



# Instructor Task Aids

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*To foster a high-performing,  
qualified civilian acquisition  
workforce.*



<https://www.fai.gov/>



[FAI@mail.mil](mailto:FAI@mail.mil)

# Table of Contents

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Instructor-Led Training (ILT)	Page #
<a href="#">View Upcoming Sessions</a>	p.4
<a href="#">View Session Roster</a>	p.6
<a href="#">Manage Waitlist</a>	p.9
<a href="#">Update Roster via Upload</a>	p.11
<a href="#">Upload Attendance</a>	p.14
<a href="#">Send Emails from Roster</a>	p.16
Reports	
<a href="#">View Standard Reports</a>	p.21
<a href="#">View and Download Custom Reports</a>	p.23
Additional Resources	
<a href="#">Additional Resources</a>	p.26



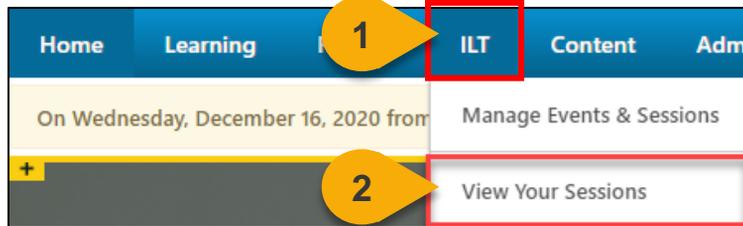
# Instructor- Led Training (ILT)



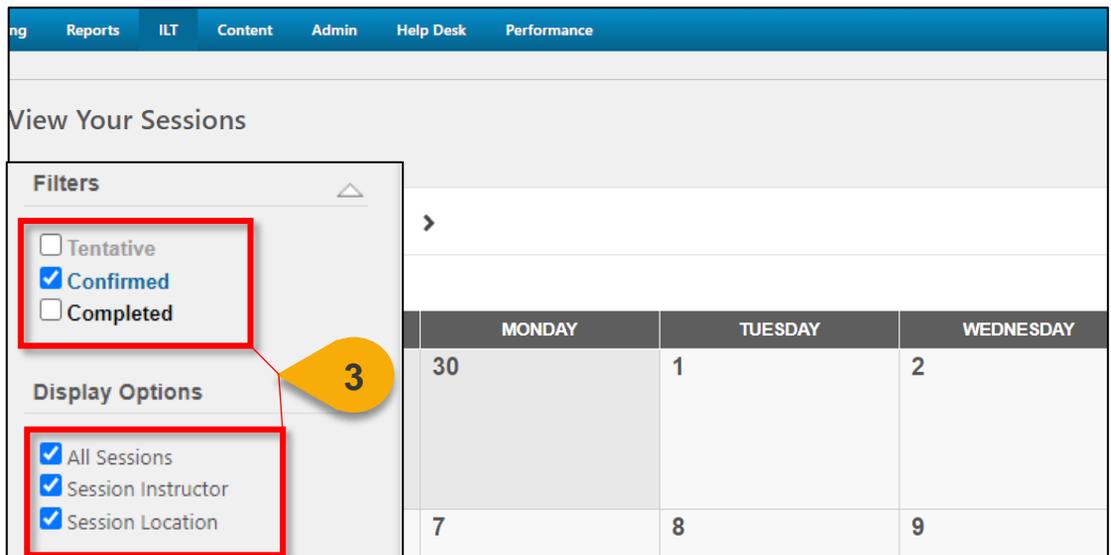
# View Upcoming Sessions

*When you want to view the Sessions you're an Instructor for...*

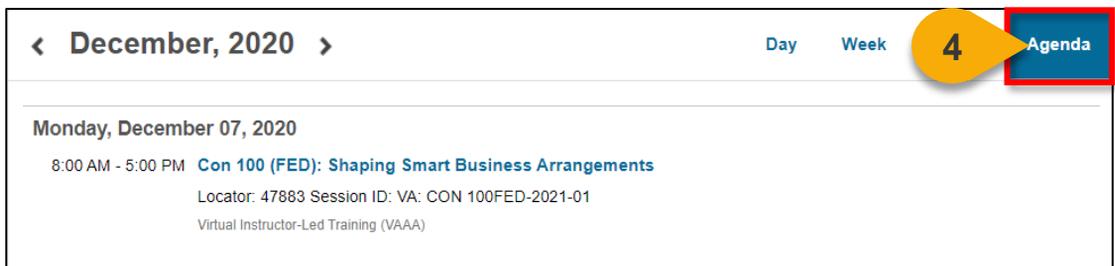
**Steps 1 & 2:** Hover over the **ILT** tab and click **View Your Sessions**.



**Step 3:** The Calendar view shows your upcoming Sessions and can be filtered by **Tentative, Confirmed, and Completed Sessions**. You can also change the display options to show **All Instructors, Session Instructor, and Session Location**.



**Step 4:** Click on the **Agenda** tab to change the view.



# View Upcoming Sessions (Cont. 1)

**Step 5:** Use the **arrows** to navigate from month to month.



5 < December, 2020 > Day

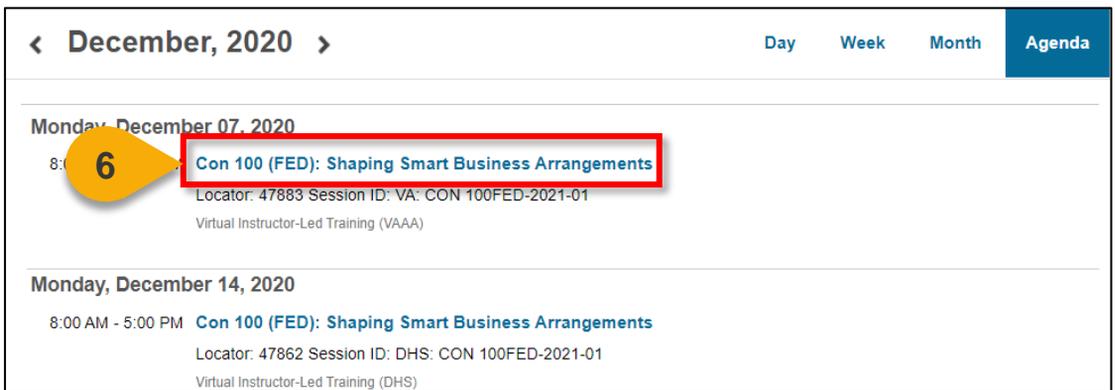
Monday, December 07, 2020

8:00 AM - 5:00 PM **Con 100 (FED): Shaping Smart Business Arrangements**

Locator: 47883 Session ID: VA: CON 100FED-2021-01

Virtual Instructor-Led Training (VAAA)

**Step 6:** Click on the **Event title** to see the information for this Session and access the Roster.



< December, 2020 > Day Week Month Agenda

Monday, December 07, 2020

8:00 AM **6** **Con 100 (FED): Shaping Smart Business Arrangements**

Locator: 47883 Session ID: VA: CON 100FED-2021-01

Virtual Instructor-Led Training (VAAA)

Monday, December 14, 2020

8:00 AM - 5:00 PM **Con 100 (FED): Shaping Smart Business Arrangements**

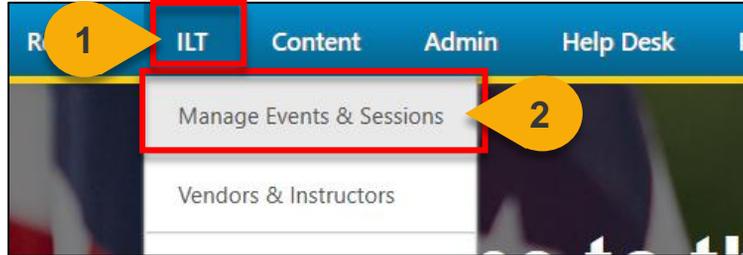
Locator: 47862 Session ID: DHS: CON 100FED-2021-01

Virtual Instructor-Led Training (DHS)

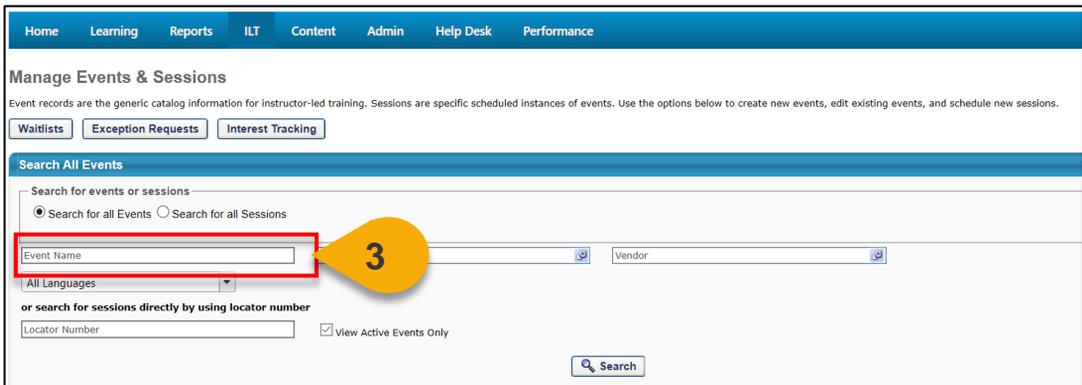
# View Session Roster

When you want to view the Roster for an ILT...

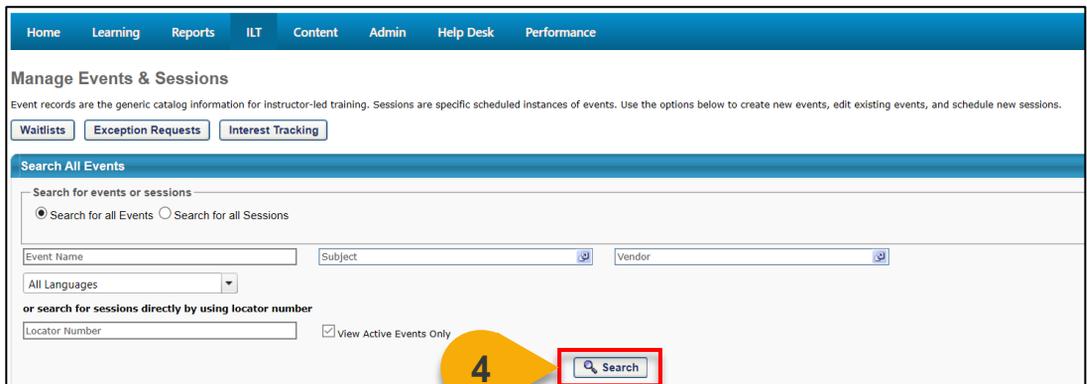
**Steps 1 & 2:** Hover over the ILT tab and click **Manage Events & Sessions**.



**Step 3:** Search for the Event to which the Session belongs. Enter the Event name into the **search field**.

A screenshot of the 'Manage Events & Sessions' search interface. The 'Event Name' input field is highlighted with a red box and a yellow callout bubble containing the number '3'. The interface includes a search bar with a dropdown menu for 'All Languages', a 'Vendor' dropdown, and a 'Search' button. There are also radio buttons for 'Search for all Events' and 'Search for all Sessions', and a checkbox for 'View Active Events Only'.

**Step 4:** Click **Search** or hit **Enter**.

A screenshot of the 'Manage Events & Sessions' search interface. The 'Search' button is highlighted with a red box and a yellow callout bubble containing the number '4'. The interface is identical to the previous screenshot, showing the search fields and the 'Search' button.

[Back to Table of Contents](#)

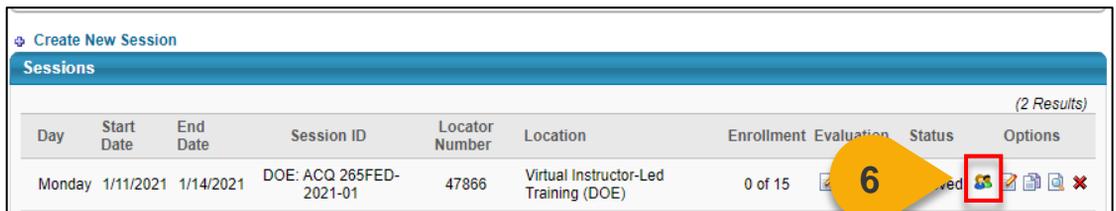
# View Session Roster (Cont. 1)

**Step 5:** Select the **View Sessions** icon under the Options column to the right of the Event name.



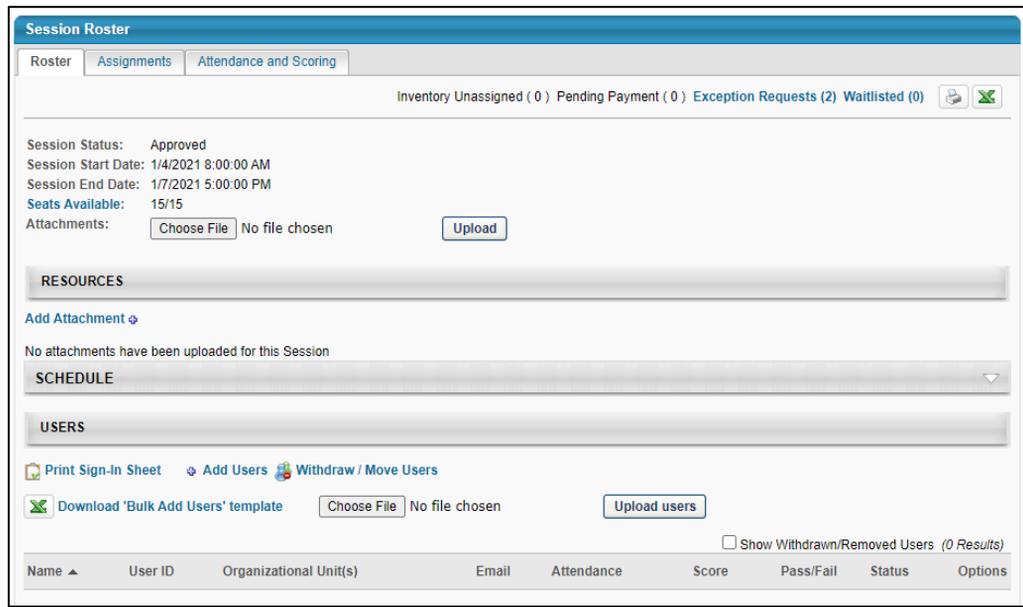
Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Federal	Federal - USAID PDT - Center for Continuous Learning	English (US)	0	2	0		
Federal	Federal - Homeland Security Acquisition Institute (HSAI)	English (US)	0	2	0		
Federal	Federal - DOE Acquisition Learning Center	English (US)	0	2	0		

**Step 6:** Click the **Roster** icon in the Options column to the right of the Session you would like to view.



Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Monday	1/11/2021	1/14/2021	DOE: ACQ 265FED-2021-01	47866	Virtual Instructor-Led Training (DOE)	0 of 15		Approved	

**Step 7:** From this page, you may view Users on the Roster and Waitlist. Additionally, you can manage enrollment and attendance.



**Session Roster**

Roster | Assignments | Attendance and Scoring

Inventory Unassigned (0) Pending Payment (0) Exception Requests (2) Waitlisted (0)

Session Status: Approved  
Session Start Date: 1/4/2021 8:00:00 AM  
Session End Date: 1/7/2021 5:00:00 PM  
Seats Available: 15/15

Attachments:  No file chosen

**RESOURCES**

Add Attachment

No attachments have been uploaded for this Session

**SCHEDULE**

**USERS**

No file chosen

Show Withdrawn/Removed Users (0 Results)

Name	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
------	---------	------------------------	-------	------------	-------	-----------	--------	---------

[Back to Table of Contents](#)



# View Session Roster (Cont. 2)

**Step 8:** In the Users section of the Roster, you will see the Users who have been granted seats in the Session. Use the icons in the **Options** column to view the User's enrollment history or remove the User from the Roster.

USERS

[Print Sign-In Sheet](#) [Email Registered Users](#) [Add Users](#) [Withdraw / Move Users](#)

[Download 'Bulk Add Users' template](#)  No file chosen

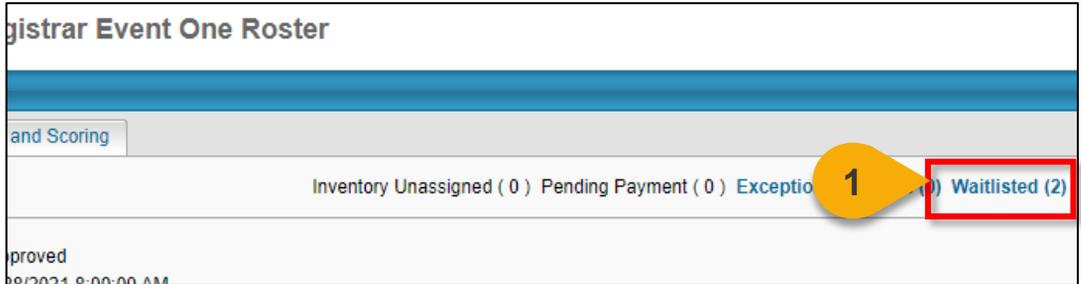
Show Withdrawn/Removed Users (2 Results)

Name ▲	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
		General Services Administration (Organization)		0 of 1 Parts Attended				
		General Services Administration (Organization)		0 of 1 Parts Attended			Registered	

# Manage Waitlist

*When you want to manage a waitlist for an ILT...*

**Step 1:** Use the “View Session Roster” task aid to navigate to the Session Roster. Click the **Waitlisted** link in the top-right to view the Waitlist.



**Step 2:** The Waitlist will display. Edit Waitlist priority by changing the numbers in the **Order** column. The User with Order 1 will have first priority for an open spot in the course.

Order	Name	Organization Unit(s)	Original Request Date	Response Comments	Respond
<input type="text" value="1"/>		GENERAL SERVICES ADMINISTRATION (GSA) (Organization)	12/16/2020 2:00:43 PM	<input type="text"/>	<input type="radio"/> Grant <input type="radio"/> Deny
<input type="text" value="2"/>		General Services Administration (Organization)	12/16/2020 2:00:45 PM	<input type="text"/>	<input type="radio"/> Grant <input type="radio"/> Deny

**Step 3:** Click **Update Order** to save these changes.



**Step 4:** If you would like add a User to the Roster, select **Grant** in the Respond column. If you would like to remove a User from the Waitlist without granting them a spot in the course, select the **Deny** option in the Respond column.

Order	Name	Organization Unit(s)	Original Request Date	Response Comments	Respond
<input type="text" value="1"/>		GENERAL SERVICES ADMINISTRATION (GSA) (Organization)	12/16/2020 2:00:43 PM	<input type="text"/>	<input type="radio"/> Grant <input type="radio"/> Deny
<input type="text" value="2"/>		General Services Administration (Organization)	12/16/2020 2:00:45 PM	<input type="text"/>	<input type="radio"/> Grant <input type="radio"/> Deny

# Manage Waitlist (Cont. 1)

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**Step 5:** Click **Update Order and Process Responses** to save these changes.

2 General Services Administration (Organization)

u 5 Update Order and Process Responses Back

# Update Roster via Upload

*When you want to upload an updated Roster...*

**Step 1:** Use the “View Session Roster” task aid to navigate to the Session Roster. Click on **Download ‘Bulk Add Users’ template**. A Microsoft Excel file will download.

The screenshot shows the 'SCHEDULE' and 'USERS' sections of the interface. Below these sections are several action buttons: 'Print Sign-In Sheet', 'Add Users', and 'Withdraw / Move Users'. The 'Download Bulk Add Users template' button is highlighted with a red rectangular box, and a yellow callout bubble with the number '1' points to it. To the right of this button is a 'Browse...' button and an 'Upload users' button.

**Step 2:** In the file, enter the **User ID** of each User you want to add to the Roster into the spreadsheet and save the file. Alternatively, you can enter the User’s **email**.

	A	B	C	D	E	F	G	H	
1	Instructions								
2	emails? - For yes reply with 'Yes' and for no reply w						Yes		
3	Enter user ID in the below column								
4	Do not remove instructions or change any headers								
5									
6			User ID						
7									
8									

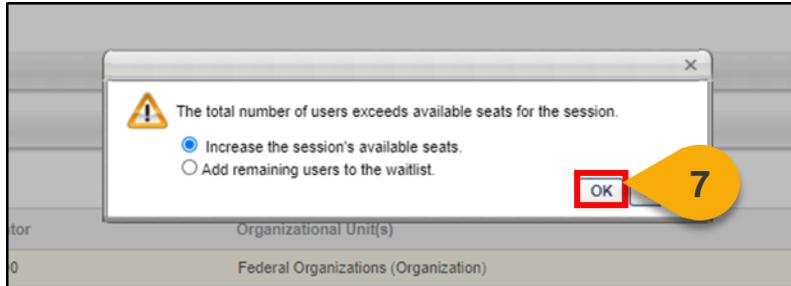
**Step 3:** Save the file to your computer. On the Roster page, click **Browse** and choose the Roster file you wish to upload.

The screenshot shows the same interface as in Step 1. The 'Browse...' button is highlighted with a red rectangular box, and a yellow callout bubble with the number '3' points to it. The 'Download Bulk Add Users template' button is no longer highlighted.



# Update Roster via Upload (Cont. 2)

**Step 7:** After choosing your preferred option, select **OK**. Users will be added to the Roster and/or the Waitlist.



# Upload Attendance

*When you want to upload an attendance sheet to the Roster...*

**Step 1:** Use the “View Session Roster” task aid to navigate to the Session Roster. Click on the **Attendance and Scoring** tab.

CON 124 (FED): Contract Execution Roster

Session Roster

Roster Attendance and Scoring 7

Session Status: Approved

**Step 2:** Click **Download Roster**. The file will download to your computer.

USERS

Check/Uncl 2 Download Roster Browse... Upload Roster

(30 Results) 1 2 > >>

**Step 3:** In the Excel file you downloaded, update the **Score, Pass, and Part Attendance** columns for each User. **Save** the file.

Instructions to be followed for 'Bulk Update Attendance' Feature [Do not delete]

Do not update the headings of the column

Do not add or remove any record

Only score, Pass and Part Attendance column values can be updated

Pass and Part fields can only have the values as - 'Yes', 'No'

Name [Do	User ID [D	Score	Pass	Part1
		100	Yes	Yes
		100	Yes	Yes

3

**Step 4:** On the Roster page, click on **Browse**. Select the attendance sheet you would like to upload.

USERS

Check/Uncheck All Download Roster 4 Browse... Upload Roster

(30 Results) 1 2 > >>

# Upload Attendance (Cont. 1)

**Step 5:** Click on **Upload Roster**. The attendance sheet will then be uploaded.

The screenshot shows the 'USERS' section of a web application. At the top, there is a 'Check/Uncheck All' link, a 'Download Roster' button with a green download icon, and a search bar. Below these, there is a table with a 'B' column. To the right of the table, there is a yellow callout bubble with the number '5' pointing to a red-bordered button labeled 'Upload Roster'. Below the button, it says '(30 Results)' and there are page navigation buttons '1' and '2' with arrows.

**Step 6:** The Attendance page will update. Click **Save** to save the updated attendance.

The screenshot shows a table with the following columns: Name, User ID, Attendance, Score, Pass, and Session Completion. There are two rows of data. The 'Attendance' column has a checked checkbox and the number '1'. The 'Score' column has a text input field containing '100'. The 'Pass' column has a checked checkbox. The 'Session Completion' column has a date '1/28/2021' and a document icon. At the bottom left of the table, there is a red-bordered button labeled 'Save' with a yellow callout bubble containing the number '6' pointing to it.

**Step 7:** A popup will appear to notify you that the attendance is being updated and that the process will take about 15 minutes. Click **Ok**.

The screenshot shows a notification popup with a white background and a blue header. The text inside the popup reads: 'corporate4proxy-stg.csod.com says Your attendance and scoring updates are now being processed. This process takes approximately 15 minutes or less to complete. Please remember to re-submit the roster if you would like to update the students' transcript statuses to reflect attendance and scoring changes. You do not need to wait for this process to complete before re-submitting the roster.' At the bottom right of the popup, there is a blue button labeled 'OK' with a yellow callout bubble containing the number '7' pointing to it.

**Step 8:** The page will refresh and display the roster tab. Once the attendance processes in about 15 minutes, the list of Users will be updated with the completion status.

The screenshot shows the 'USERS' section of the web application. At the top, there are links for 'Print Sign-In Sheet', 'Email Registered Users', and 'Add Users'. Below these, there is a 'Download Bulk Add Users' template button and a file upload area. The main part of the screenshot is a table with columns for Name, User ID, Organizational Unit(s), and Email. A dropdown menu is open over the table, showing a 'Status' column with four 'Completed' entries. A red-bordered box highlights the 'Completed' entries in the dropdown menu. To the right of the dropdown, there is another dropdown menu with a 'Status' column and four 'Completed' entries, also highlighted with a red-bordered box. A red arrow points from the dropdown menu on the right to the dropdown menu on the left.

# Send Emails from Roster

*When you need to email students enrolled in a Session...*

**Step 1:** Use the “View Session Roster” task aid to navigate to the Session Roster. From the Roster, click **Email Registered Users**.

The screenshot shows a web interface for a session roster. At the top, there is a link for 'Add Attachment'. Below that, a message states 'No attachments have been uploaded for this Session'. There are two main sections: 'SCHEDULE' and 'USERS'. Under the 'USERS' section, there are several buttons: 'Print S...', 'Email Registered Users' (highlighted with a red box and a yellow callout '1'), 'Add Users', and 'Withdraw / Move Users'. At the bottom, there is a 'Download Bulk Add Users template' button, a 'Choose File' button with 'No file chosen' text, and an 'Upload users' button.

**Step 2:** Enter an **Email Title** to give a description of the nature of this email.

The screenshot shows the 'Add Email' form. It has a title 'Add Email' and a subtitle 'Use the fields below to create a new custom email or choose a preformatted template'. Below that, it says 'Create e-mails using the fields below. Click here for help.' There is a warning icon and a note: 'Note: Files uploaded through the Image or Document Manager will be stored...'. The form has a header 'Action Send Email Event'. The 'Email Title' field is highlighted with a red box and a yellow callout '2'. Below it are 'From Address' and 'Reply-To Address' fields.

**Step 3:** Enter a **From Address**.

This screenshot is a close-up of the 'Add Email' form. The 'Email Title' field contains 'New e-mail'. The 'From Address' field is highlighted with a red box and a yellow callout '3'. The 'Reply-To Address' field is empty.

**Step 4:** Enter a **Reply-To Address** for recipients to respond.

This screenshot is another close-up of the 'Add Email' form. The 'Email Title' field contains 'New e-mail'. The 'From Address' field is empty. The 'Reply-To Address' field is highlighted with a red box and a yellow callout '4'.

# Send Emails from Roster (Cont. 1)

**Step 5:** Click **Display a list of tags that can be used within the subject** to show a list of available tags you can use in the Subject and Body of the email. If you decide to use tags, we recommend copying the tag directly from the menu and pasting it into the subject or body of the email.

Tags are replaced with the corresponding values when emails are sent.

5 **Tags** Display a list of tags that can be used within the subject

Subject

Deep Link Base URL Page URL  
Default

**Step 6:** Input the subject of your email into the **Subject** field.

Tags are replaced with the corresponding values when emails are sent.

6 **Tags** Display a list of tags that can be used within the subject

Subject

Deep Link Base URL Page URL  
Default

**Step 7:** Use the **Deep Link** dropdown options to select a link to a page in CSOD.

Tags are replaced with the corresponding values when emails are sent.

7 **Tags** Display a list of tags that can be used within the subject

Subject

Deep Link Base URL Page URL  
Default

**Step 8:** Write the body of the email into the **Message** field. You can choose to send the email as Plain Text or in HTML.

Message  HTML  Plain Text

Verdana 10pt Normal Zoom

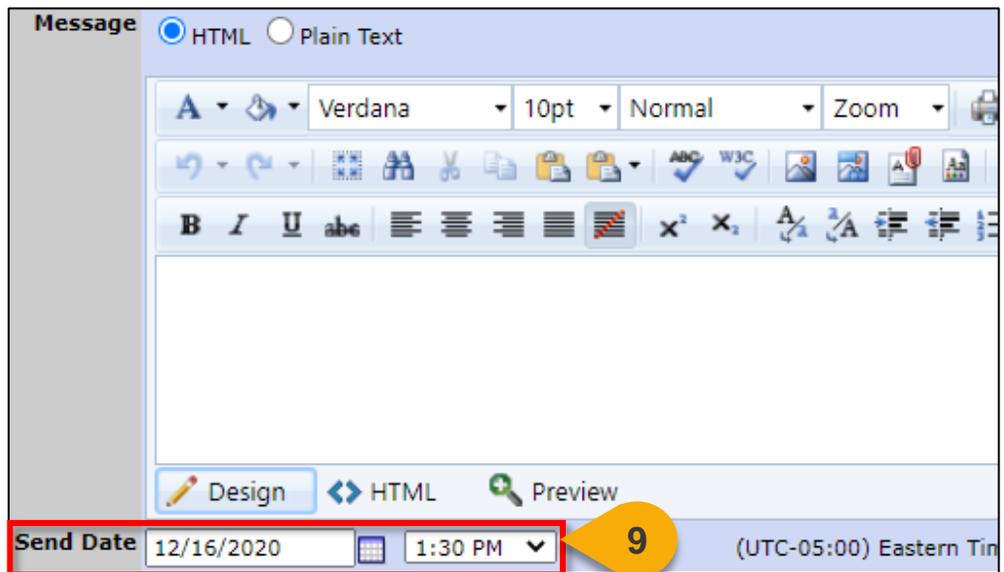
8

Design HTML Preview

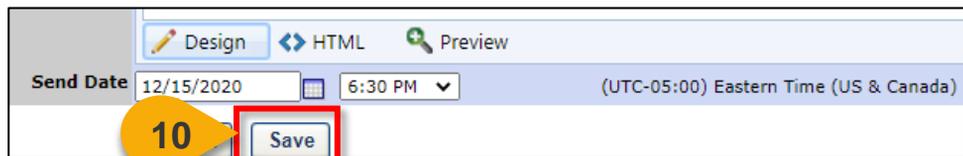
Send Date 12/16/2020 1:30 PM (UTC-05:00) Eastern Time

# Send Emails from Roster (Cont. 2)

**Step 9:** Select a **Send Date**. This is the date and time at which the email will send.



**Step 10:** Click **Save** to send the email on the Send Date you selected.



# Reports

Standard Reports Available to Instructors:

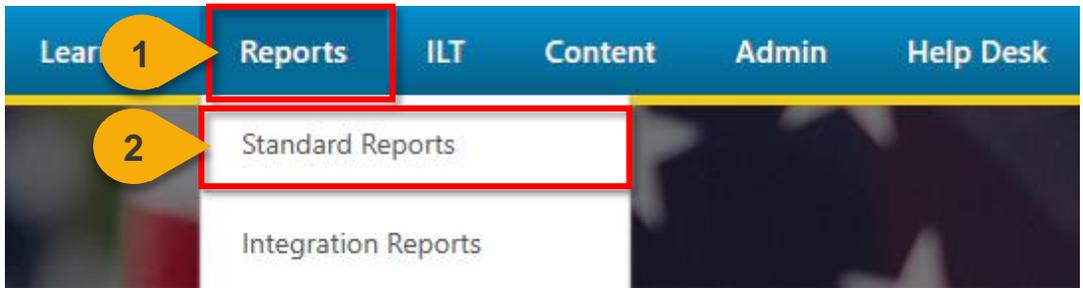
- Instructor Calendar Report
- Training Evaluation Report



# View Standard Reports

*When you want to view Standard Reports...*

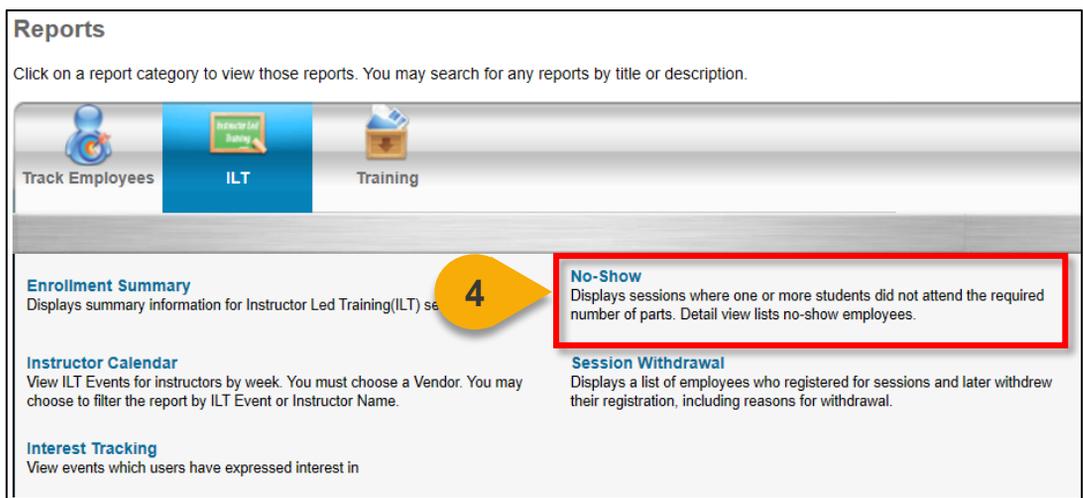
**Steps 1 & 2:** Hover over the **Reports** tab, then click **Standard Reports**.



**Step 3:** Choose the **Report Category**. The Report Categories available will vary depending on your roles.



**Step 4:** Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.



# View Standard Reports (Cont. 1)

**Step 5:** Enter data into the **filters** you would like to apply to the report. The filters available will vary depending on the report selected. The system will alert you if you try to run a Standard Report with required fields missing. Visit [https://help.csod.com/help/csod\\_0/Content/Reporting/Standard\\_Reports/Standard\\_Reports\\_Overview.htm?Highlight=standard%20report](https://help.csod.com/help/csod_0/Content/Reporting/Standard_Reports/Standard_Reports_Overview.htm?Highlight=standard%20report) for more information on specific standard reports.

**Enrollment Summary**  
View summary information for Instructor Led Training (ILT) sessions.

**Date Filters**

Date Criteria: Select ▼ From: 12/1/2020 To: 12/28/2020

**Advanced Filters**

Facility :

Vendor : All

Instructor :  (Please Select Vendor First)

Event :

Locator Number :

Printable Version Export to Excel Export to Text

**Step 6:** Select the option you would like for the export: **Printable Version**, **Export to Excel**, or **Export to Text** (when available). The file will download to your computer.

**Advanced Filters**

Facility :

Vendor : All

Instructor :  (Please Select Vendor First)

Event :

Locator Number :

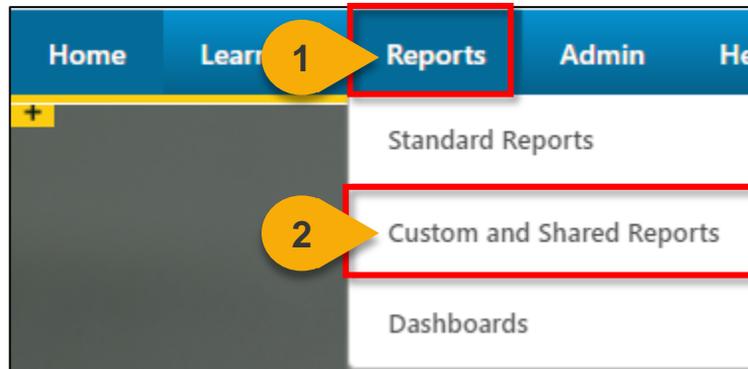
Printable Version Export to Excel Export to Text

**Note:** You may receive an error message when trying to open the spreadsheet. If this happens, click “Yes” to open the file.

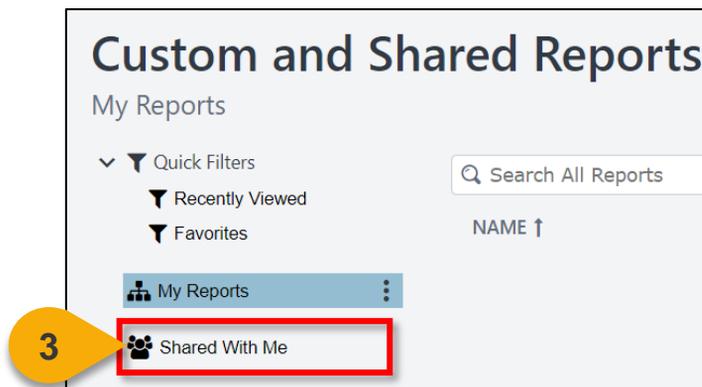
# View and Download Custom Reports

*When you want to filter and download a report...*

**Steps 1 & 2:** Hover over the **Reports** tab, then click **Custom and Shared Reports**.



**Step 3:** On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.

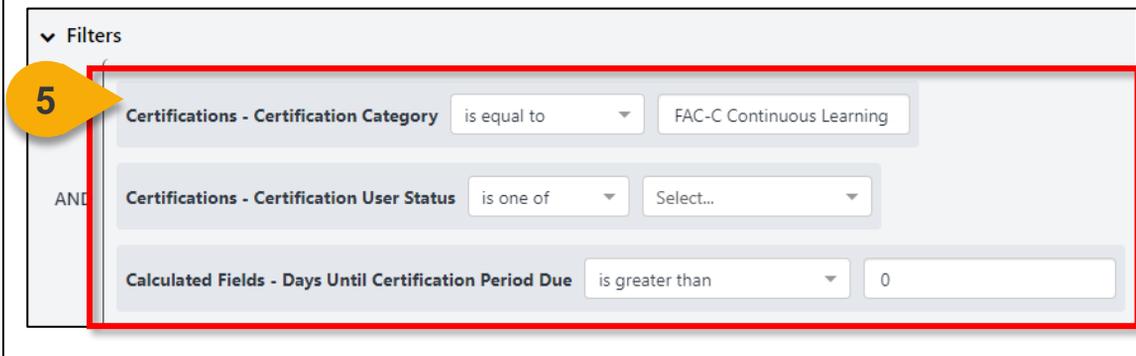


**Step 4:** Click the **Report Name** you would like to view to update the report filters.

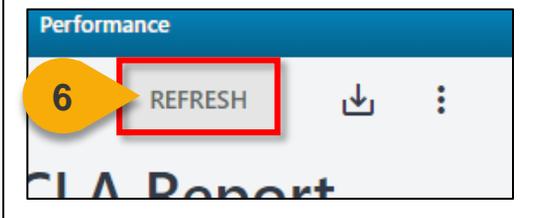


# View and Download Custom Reports (Cont. 1)

**Step 5:** Update the **filters** as needed. The filters will vary based on the report.



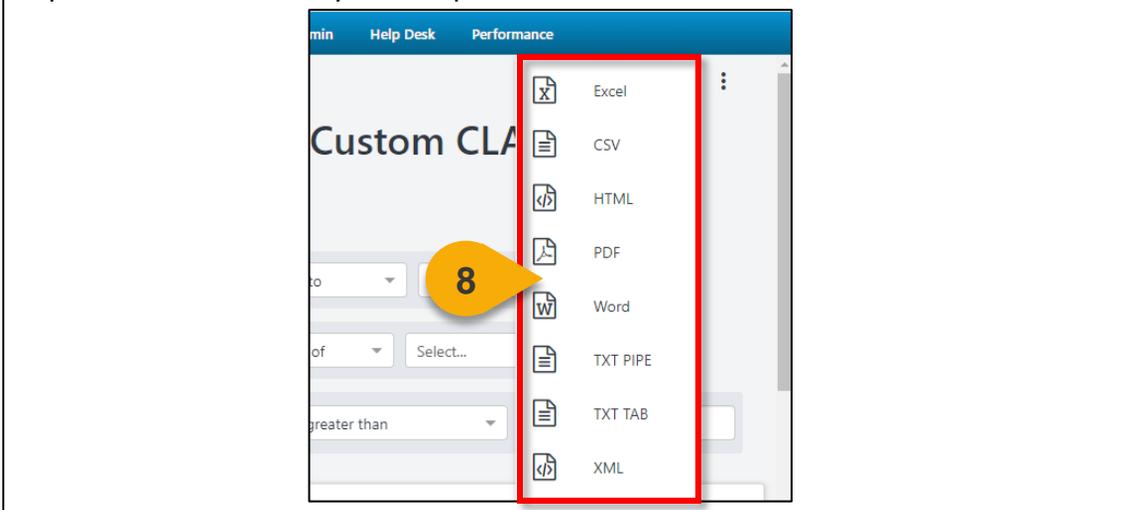
**Step 6:** Click **Refresh** in the top right corner to see a sample of the newly-filtered report, which will appear on the bottom portion of the page.



**Step 7:** Click the **Download Options** icon in the top right corner to see the formats available for this report.



**Step 8:** Choose the **File Format** in which you would like to download the report. The report will download to your computer.



# Additional Resources



# Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> <li>FAI CSOD System Questions and Issues</li> <li>FAI CSOD System Errors and Troubleshooting</li> <li>Password Issues and Resets</li> </ul>	Email: <a href="mailto:DAUHelp@dau.edu">DAUHelp@dau.edu</a> Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	<ul style="list-style-type: none"> <li>Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements</li> <li>Agency-specific Acquisition Policies and Procedures</li> <li>Career Development</li> <li>Training and Development Opportunities</li> </ul>	<a href="https://www.fai.gov/humancapital/acquisition-career-manager-acm">https://www.fai.gov/humancapital/acquisition-career-manager-acm</a>
FAI CSOD Training Materials and Online Resources	<ul style="list-style-type: none"> <li>Task Aids for FAI CSOD Roles</li> <li>FAI CSOD Training Videos</li> <li>Other Guidance for Performing Tasks in FAI CSOD</li> </ul>	<a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000511">https://dau.csod.com/catalog/CustomPage.aspx?id=221000511</a>  <a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000509">https://dau.csod.com/catalog/CustomPage.aspx?id=221000509</a>
FAI Website FAQs	<ul style="list-style-type: none"> <li>FAI CSOD Migration</li> <li>Acquisition Training</li> <li>Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM)</li> <li>More!</li> </ul>	<a href="https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs">https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs</a>
FAI Staff	All other questions	<a href="mailto:faicsod@gsa.gov">faicsod@gsa.gov</a>